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19422
A2 P942

: UNITED STATES DEPARTMENT OF AGRICULTURE
: Production and Marketing Administration
: Washington 25, D. C.

: Number 157 October 25, 1948

Reserve

: PMM PROCEDURE TRANSMITTAL

NEW RELEASES

260.1 and
Exhibits
A, B, C
10-12-48

FEDERAL EMPLOYEES SALARY ACT: This instruction, including the salary tables, is in accordance with the Federal Employees Salary Act of 1948. (This instruction replaces Instruction 328.1, dated 8-5-46 which was obsoleted by PT-144, 7-19-48.) Distribution 1, B, B, and All Employees.

REVISIONS AND CHANGES

ADMINISTRATIVE
NOTICE 112
10-20-48

UNITED STATES SAVINGS BOND: A portion of a line was inadvertently omitted in the original Administrative Notice 112, dated 10-6-48. DESTROY that notice and substitute the attached Administrative Notice 112. Distribution: A, B.

101.6
Exhibit A
10-13-48

CONTRACTING OFFICERS OF COMMODITY CREDIT CORPORATION: Marcus J. Daly and Joseph P. Foley have been appointed Contracting Officers for Commodity Credit Corporation. Their appointments were approved by the Acting Manager, CCC, on 10-14-48. INSERT their names in alphabetical order on page 3 of Exhibit A, as follows:

<u>NAME</u>	<u>BRANCH</u>	<u>OFFICE</u>	<u>NO.</u>	<u>LIMIT. OF AUTH.</u>
Daly, Marcus J. 10-14-48	PCO	Chicago, Ill.	Cb-19	Operations of Chicago Office
Foley, Joseph P. 7-1-48	PCO	Chicago, Ill.	Cb-18	Orders for Services

Distribution: A

214.1
(Rev. 9-23-47)

TRANSPORTATION OF HOUSEHOLD GOODS AND IMMEDIATE FAMILY OF TRANSFERRED EMPLOYEES: Page 2, paragraph III J, line 6, after "Executive Order 9805" place "1/". At the bottom of the page add footnote 1/, "As amended by Executive Order 9997 effective July 1, 1948". Distribution: A, B.

218.2
Exhibit A
10-4-48

PER DIEM IN LIEU OF ACTUAL EXPENSES: On exhibit A, "Schedule of Maximum Per Diem Rates for Foreign Travel," ADD in alphabetical order "Netherlands, East Indies - \$12.00". This was effective September 17, 1948. Distribution (A) (B-Field Only).

REVISIONS AND CHANGES (Cont'd)

221.1 APPROPRIATIONS AND FUNDS: Paragraph Y, page 4, defines
8-30-48 "apportionment" erroneously. The definition should be
corrected to read as follows: "In apportionment is a
determination by the Director of the Bureau of the Bud-
get as to the amount of obligations which may be in-
curred under an appropriation or contract authorization
during a specified period." Distribution: 1.

221.1 APPROPRIATIONS AND FUNDS: INSERT the attached pages
Exhibit A 1a, 10a, and 12a in Exhibit A. From time to time new
8-30-48 limitations under "12X8015" and/or new working funds
and allotment accounts may be reported on procedure
transmittals and should be added to these supplemental
pages. On page 10 of Exhibit A delete the limitations
".2092" and ".2094," both symbols and titles, which
are listed under the trust fund "12X8015." Distribu-
tion: 1.

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U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

FEDERAL EMPLOYEES SALARY ACTS

I THE FEDERAL EMPLOYEES SALARY ACTS

The Federal Employees Salary Act of 1948, which became effective July 11, 1948, for employees of this Department, is the latest amendment to the Classification Act of 1923 and makes several changes in addition to those established by the Federal Employees Pay Acts of 1945 and 1946. The major provisions of the several acts which may affect salaries within PMA are outlined below. The salary schedules included as a part of this Instruction are the basic salary rates established in accordance with the latest pay act and are the basis for pay-roll preparation within PMA. For the purpose of determining overtime, night differential, and holiday pay, the term "hours worked each week" shall include annual and sick leave and compensatory time off.

A Annual Salary - The basic annual salaries are increased by \$330 over and above the rates established by the Act of 1946 except (1) those salaries which by specific act are limited to \$10,000 per annum, and (2) that no officer or employee shall, by reason of any provision of the new act, be paid, with respect to any pay period, basic compensation or basic compensation plus any additional compensation provided by the Federal Employees Pay Act of 1945, as amended, at a rate in excess of \$10,330 per annum. Those employees paid on an hourly or part-time basis, however, shall receive additional compensation at the rate of 20 cents per hour in lieu of the \$330 increase.

B Overtime Pay - As in the past, overtime rates will be paid for any hours worked each week in excess of the regularly scheduled 40 hours in any administrative workweek, provided that such overtime hours are properly authorized or approved in writing. For any or all officially ordered and approved overtime, however, per annum employees may elect to take compensatory time off instead of receiving payment. The number of hours of compensatory time off shall not be more than the number of overtime hours worked. The overtime rate of pay is based on $1\frac{1}{2}$ times the hourly rate for salaries of \$2980 or less and on a decreasing scale for salaries over \$2980, except that for the basic rates of \$6440 and over the overtime rate shall be a uniform one as established by the latest salary act.

C Night Pay Differential - If the regularly scheduled hours of assigned duty require that an employee work any hours between 6 p. m. and 6 a. m., he will be paid a night differential for such hours at the rate of 10 per cent in excess of his basic pay. The differential will be paid regardless of whether the night work on which it is based occurs during an overtime period or on a holiday.

PT-157	DISTRIBUTION: A, B (And All Employees)	PAGE 1 (10-12-48)
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FEDERAL EMPLOYEES SALARY ACTS

(I C)

It will be paid in addition to any extra pay for overtime or holiday work. The differential will not be included, however, in the basic rate of pay in computing any overtime or holiday pay to which an employee may be entitled.

D Holiday Pay

1 When Holidays Fall on Work Days - If employees are required to work on a holiday which falls on a day within their basic 40-hour workweek, they will be compensated at twice their regular rate of pay for not to exceed eight hours or the number of hours in their regular workday, whichever is smaller, if they would have received straight time for not working. Any hours that are worked in excess of eight (or the number of hours in the regular workday if less than eight) will be added to other hours worked during the workweek to determine whether overtime is payable. Intermittent w. a. e. employees and part-time employees without a regularly scheduled tour of duty are not entitled to this extra holiday pay, unless it is established that they would have received straight time had they not worked. If such employees are not paid when they do not work on a holiday, they will be paid only straight time when they do work on a holiday.

2 When Holidays Fall on Nonwork Days - If employees are required to work on a holiday which falls on a nonwork day, they will not be paid twice the regular rate of pay. The hours worked, however, will be applied to the basic workweek to determine whether the employees are entitled to overtime.

E Salary Tables

1 Exhibit A - This U. S. Government salary table compiled for the basic 40-hour workweek shows the following information: Hourly and daily rates for regular salary, overtime hourly rate, current and former annual salary rates, gross biweekly salary, amount of 6% retirement deduction, net biweekly salary before tax deductions, and tax withheld and net to pay.

2 Exhibit B - This schedule of annual salary rates shows the minimum, intermediate, and maximum salary rates for each service and grade therein except for Department of Agriculture (DA) grades.

3 Exhibit C - This schedule of annual salary rates shows the minimum, intermediate, and maximum salary rates for each grade within the established DA classification grades.

GENERAL ACCOUNTING OFFICE SALARY TABLE NO. 30			UNITED STATES GOVERNMENT SALARY TABLE 40-HOUR WEEK EXECUTIVE BRANCH OF THE GOVERNMENT						EFFECTIVE: THE FIRST DAY OF THE FIRST PAY PERIOD WHICH BEGINS AFTER JUNE 30, 1948										
UNIT RATES			ANNUAL SALARY RATE <small>(Under New Lower Prior)</small>	BIWEEKLY			TAX WITHHOLDING DEDUCTION AND NET TO PAY <small>(Under Figure in the Deduction, Lower, Net to Pay)</small>												
REGULAR SALARY		OVERTIME		REGULAR SALARY (TOTAL) WAGES	6% RET. DED.	NET PRIOR TO TAX DED.	NUMBER OF WITHHOLDING EXEMPTIONS CLAIMED—												
HOURLY	DAILY	HOURLY					0	1	2	3	4	5	6	7	8	9	10 or more		
\$.6778846	\$ 5.4230769	\$1.0168269	\$ 1410	\$ 54.23	\$ 3.26	\$ 50.97	8.20	4.10	.60	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
.7211538	5.7692307	1.0817307	1500	57.69	3.47	54.22	42.77	46.57	50.37	50.97	50.97	50.97	50.97	50.97	50.97	50.97	50.97	50.97	50.97
.7634615	6.1076923	1.1457923	1588	61.07	3.67	57.40	45.72	49.52	53.32	54.22	54.22	54.22	54.22	54.22	54.22	54.22	54.22	54.22	54.22
.7980769	6.3846153	1.1971153	1660	63.84	3.84	60.00	9.10	5.30	1.50	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
.8326923	6.6615384	1.2490384	1732	66.61	4.00	62.61	10.60	6.20	2.30	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
.9711538	7.7692307	1.4567307	2020	77.69	4.67	73.02	11.50	7.70	3.80	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
1.0028846	8.0230769	1.5043269	2086	80.23	4.82	75.41	12.52	8.30	4.40	.60	.00	.00	.00	.00	.00	.00	.00	.00	.00
1.0346153	8.2769230	1.5519230	2152	82.76	4.97	77.79	13.10	8.60	4.70	.90	.00	.00	.00	.00	.00	.00	.00	.00	.00
1.0663461	8.5307692	1.5995192	2218	85.30	5.12	80.18	13.50	8.90	5.00	1.20	.00	.00	.00	.00	.00	.00	.00	.00	.00
1.0980769	8.7846153	1.6471153	2284	87.84	5.28	82.56	14.10	9.20	5.30	1.50	.00	.00	.00	.00	.00	.00	.00	.00	.00
1.1298076	9.0384615	1.6947115	2350	90.38	5.43	84.95	14.60	9.80	5.90	2.10	.00	.00	.00	.00	.00	.00	.00	.00	.00
1.1649230	9.3193846	1.7477846	2423	93.19	5.60	87.59	15.30	10.10	6.20	2.40	.00	.00	.00	.00	.00	.00	.00	.00	.00
1.2010951	9.6087692	1.8016442	2498	96.08	5.77	90.31	16.30	10.70	6.80	3.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
1.2372692	9.8981538	1.8559038	2573	98.98	5.94	93.04	17.10	11.00	7.10	3.30	.00	.00	.00	.00	.00	.00	.00	.00	.00
1.2734369	9.9461538	1.8739903	2598	99.94	6.00	93.94	17.80	11.30	7.40	3.60	.00	.00	.00	.00	.00	.00	.00	.00	.00
1.2734369	10.1875384	1.9101634	2648	101.87	6.12	95.75	18.30	11.60	7.70	3.90	.00	.00	.00	.00	.00	.00	.00	.00	.00
1.3095153	10.4769230	1.9644230	2724	104.76	6.29	98.47	19.10	11.90	8.00	4.20	.00	.00	.00	.00	.00	.00	.00	.00	.00
1.3457884	10.7663076	2.0186826	2799	107.66	6.46	101.20	20.00	12.20	8.30	4.50	.70	.00	.00	.00	.00	.00	.00	.00	.00
1.3819615	10.9592307	2.0548557	2849	109.59	6.58	103.01	20.60	12.50	8.60	4.80	1.00	.00	.00	.00	.00	.00	.00	.00	.00
1.3819615	11.0556923	2.0729422	2874	110.55	6.64	103.91	21.10	12.80	8.90	5.10	1.30	.00	.00	.00	.00	.00	.00	.00	.00
1.4181346	11.3450769	2.1272019	2949	113.45	6.81	106.64	21.80	13.10	9.20	5.40	1.60	.00	.00	.00	.00	.00	.00	.00	.00
1.4501923	11.6415384	2.1852884	2974	114.41	6.87	107.54	22.40	13.40	9.50	5.70	1.90	.00	.00	.00	.00	.00	.00	.00	.00
1.4843076	11.6415384	2.1852884	3024	116.34	6.99	109.35	23.10	13.60	9.80	6.00	2.20	.00	.00	.00	.00	.00	.00	.00	.00
1.4904807	11.9236461	2.1268528	3074	119.23	7.16	112.07	23.80	13.90	10.10	6.30	2.50	.00	.00	.00	.00	.00	.00	.00	.00
1.5266538	12.2132307	2.1129656	3124	122.13	7.33	114.80	24.70	14.10	10.60	6.70	2.90	.00	.00	.00	.00	.00	.00	.00	.00
1.5507692	12.4061538	2.1037075	3225	124.06	7.45	116.61	25.60	14.40	10.90	7.00	3.20	.00	.00	.00	.00	.00	.00	.00	.00
1.5628269	12.5021538	2.0990784	3250	125.02	7.51	117.51	26.10	14.70	11.20	7.30	3.50	.00	.00	.00	.00	.00	.00	.00	.00
1.6110576	12.8884615	2.0805622	3351	128.88	7.74	121.14	27.10	15.00	11.60	7.70	3.90	.00	.00	.00	.00	.00	.00	.00	.00
1.6713461	13.3707692	2.0574168	3476	133.70	8.03	125.67	28.10	15.30	12.00	8.00	4.20	.00	.00	.00	.00	.00	.00	.00	.00
1.7316346	13.6530769	2.0342715	3601	138.53	8.32	130.21	29.10	15.60	12.40	8.40	4.60	.00	.00	.00	.00	.00	.00	.00	.00
1.7919230	14.3353846	2.0111261	3727	143.35	8.61	134.74	30.10	15.90	12.80	8.80	5.00	.00	.00	.00	.00	.00	.00	.00	.00
1.8522115	14.6176923	1.9879808	3852	148.17	8.90	139.27	31.10	16.20	13.20	9.20	5.40	.00	.00	.00	.00	.00	.00	.00	.00
1.9125000	15.3000000	1.9648354	3978	153.00	9.18	143.62	32.10	16.50	13.60	9.60	5.80	.00	.00	.00	.00	.00	.00	.00	.00
1.9727884	15.7823076	1.9416901	4103	157.82	9.47	148.35	33.10	16.80	14.00	10.00	6.20	.00	.00	.00	.00	.00	.00	.00	.00
2.0330769	16.2646153	1.9185448	4228	162.64	9.76	152.88	34.10	17.10	14.40	10.40	6.60	.00	.00	.00	.00	.00	.00	.00	.00
2.0933653	16.7469230	1.8953994	4353	167.46	10.05	157.41	35.10	17.40	14.80	10.80	7.00	.00	.00	.00	.00	.00	.00	.00	.00
2.1536538	17.2292307	1.8722541	4478	172.29	10.34	161.95	36.10	17.70	15.20	11.20	7.40	.00	.00	.00	.00	.00	.00	.00	.00
2.2139423	17.7115384	1.8491087	4603	177.11	10.63	166.48	37.10	18.00	15.60	11.60	7.80	.00	.00	.00	.00	.00	.00	.00	.00
2.2742307	18.1938461	1.8259634	4728	181.93	10.92	171.01	38.10	18.30	16.00	12.00	8.20	.00	.00	.00	.00	.00	.00	.00	.00
2.3345192	18.6761538	1.8028180	4853	186.76	11.21	175.55	39.10	18.60	16.40	12.40	8.60	.00	.00	.00	.00	.00	.00	.00	.00
2.3948076	19.1584615	1.7796727	4978	191.58	11.50	180.08	40.10	18.90	16.80	12.80	9.00	.00	.00	.00	.00	.00	.00	.00	.00
2.4550961	19.6407692	1.7565274	5103	196.40	11.79	184.61	41.10	19.20	17.20	13.20	9.40	.00	.00	.00	.00	.00	.00	.00	.00
2.5153846	20.1230769	1.7333820	5228	201.23	12.08	189.15	42.10	19.50	17.60	13.60	9.80	.00	.00	.00	.00	.00	.00	.00	.00
2.5756730	20.6053846	1.7102367	5353	206.05	12.37	193.68	43.10	19.80	18.00	14.00									

SCHEDULE OF ANNUAL SALARY RATES BY SERVICE AND GRADE

(Authorized by the Classification Act of 1923, as amended)

EFFECTIVE ON THE FIRST DAY OF THE FIRST
PAY PERIOD WHICH BEGINS AFTER JUNE 30, 1948

Top figures in each line are the current Minimum, Intermediate, and
Maximum Annual Salary Rates for the Service and Grade shown at left.
Lower figures are the rates which were in effect prior to July 1, 1948.

SERVICE AND GRADE				R A T E S W I T H I N G R A D E					
CPC	SP	P	CAF	MINIMUM	INTERMEDIATE				MAXIMUM
1				1410 720		1500 780	1588 840	1660 900	1732 960
2				2020 1200	2086 1260	2152 1320		2218 1380	2284 1440
	1			2020 1200	2086 1260	2152 1320	2218 1380	2284 1440	2350 1500
			1	2086 1260	2152 1320	2218 1380	2284 1440	2350 1500	2423.04 1560
3				2152 1320	2218 1380	2284 1440		2350 1500	2423.04 1560
	2			2152 1320	2218 1380	2284 1440	2350 1500	2423.04 1560	2498.28 1620
	3		2	2284 1440	2350 1500	2423.04 1560	2498.28 1620	2573.52 1680	2648.76 1740
4				2350 1500	2423.04 1560	2498.28 1620	2573.52 1680	2648.76 1740	2724 1800
	4		3	2498.28 1620	2573.52 1680	2648.76 1740	2724 1800	2799.24 1860	2874.48 1920
5				2573.52 1680	2648.76 1740	2724 1800	2799.24 1860	2874.48 1920	2949.72 1980
	5		4	2724 1800	2799.24 1860	2874.48 1920	2949.72 1980	3024.96 2040	3100.20 2100
6				2799.24 1860	2874.48 1920	2949.72 1980	3024.96 2040	3100.20 2100	3175.44 2160
	6	1	5	2974.80 2000	3100.20 2100	3225.60 2200	3351 2300	3476.40 2400	3601.80 2500
7				3024.96 2040	3100.20 2100	3175.44 2160	3250.68 2220	3351 2300	3476.40 2400
8				3225.60 2200	3351 2300	3476.40 2400	3601.80 2500	3727.20 2600	3852.60 2700
	7		6	3351 2300	3476.40 2400	3601.80 2500	3727.20 2600	3852.60 2700	3978 2800
9				3601.80 2300	3727.20 2400	3852.60 2500	3978 2600	4103.40 2700	4228.80 2800
	8	2	7	3727.20 2600	3852.60 2700	3978 2800	4103.40 2900	4228.80 3000	4354.20 3100
10				3978 2600	4103.40 2700	4228.80 2800	4354.20 2900	4479.60 3000	4605 3100
			8	4103.40 2900	4228.80 3000	4354.20 3100	4479.60 3200	4605 3300	4730.40 3400
		3	9	4479.60 3200	4605 3300	4730.40 3400	4855.80 3500	4981.20 3600	5106.60 3700
			10	4855.80 3600	4981.20 3600	5106.60 3700	5232 3800	5357.40 3900	5482.80 4000
		4	11	5232 3800		5482.80 4000	5733.60 4200	5984.40 4400	
		5	12	6235.20 4600		6474.60 4800	6714 5000	6953.40 5200	
		6	13	7432.20 5600		7671.60 5800	7911 6000	8150.40 6200	
		7	14	8509.50 6500		8808.75 6750	9108 7000	9407.25 7250	
		8	16	10305 8000		10330 8250	10330 8500	10330 8750	10330 9000

The abbreviations CPC, SP, P, and CAF, represent the following service classifications:
Crafts-Protective-Custodial, Subprofessional, Professional, and Clerical-Administrative-
Fiscal, respectively.

UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

ADMINISTRATIVE NOTICE NO. 112

UNITED STATES SAVINGS BONDS

A SOUND INVESTMENT - There is no investment more sound than your Government's Savings Bonds. Buy them and keep them to further security for your future and at the same time help fight inflation which is a menace to your welfare. The guaranteed values of the bonds, when held to maturity, pay a better return than any security with like stability.

A CONVENIENT PLAN - The Pay Roll plan is a convenient way for you to buy Savings Bonds. You simply fill out Treasury Form No. 2254, "Individual Authorization Card and Record of Pay Roll Allotments," authorizing the deduction of a specified sum from your salary each pay day, to be credited in your name toward the purchase of bonds in whatever denominations you specify. As soon as a sufficient amount has accumulated, a savings bond will be purchased. The bonds purchased for you will be delivered to you direct during the month in which they are bought, or will be held in the Treasury for safe-keeping as you choose. This process will be repeated until you cancel your authorization. Then, any money that has accumulated to your account and is insufficient to buy a bond will be refunded to you at your request. The registration on the bond card may be in your name alone or may include the name of a co-owner or beneficiary. You may make changes in the amount of the deduction, denomination of bond, and the name of the co-owner or beneficiary by submitting a new authorization card to become effective when the bond for which deductions are currently being made is purchased.

COST OF BONDS - The range in denomination is from \$25 to \$1,000. The \$25 bond costs \$18.75; the \$50 bond, \$37.50; the \$100 bond, \$75; and so on. The pay roll deductions which you may authorize can be made in the amount of \$3.75; \$5.00, \$6.25, \$7.50, \$9.38, \$10.00, \$12.50, \$15.00 and \$18.75, or in multiples of any of these amounts. You are urged to authorize the largest possible deductions.

THIS IS YOUR CHANCE TO SHARE IN A SOUND INVESTMENT. THE PAY ROLL PLAN MAKES IT EASY FOR YOU. IF YOU WANT MORE INFORMATION ABOUT THIS SYSTEM OF SAVING, ASK YOUR SUPERVISOR TO DIRECT YOU TO YOUR MINUTEMAN. IF YOU ARE ALREADY BUYING BONDS UNDER THE PAY ROLL SAVINGS PLAN, YOU MAY WISH TO INCREASE YOUR PRESENT ALLOTMENT. IF YOU'VE CANCELLED YOUR BOND AUTHORIZATION, YOU MAY WISH TO RENEW IT NOW. GOOD BUDGETING SUGGESTS THAT AT LEAST 10 PER CENT OF CURRENT INCOME SHOULD BE PUT INTO SAVINGS.

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APPROPRIATIONS AND FUNDS

Trust Funds (Continued)

12X8015.0741	Wyoming Department of Agriculture (beans and peas)
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APPROPRIATIONS AND FUNDS

(1949) Allotment Accounts (Continued)

1292209(48)*	Special Research Fund, Department of Agriculture, 1949 (PMA)
.002	Special Projects

APPROPRIATIONS AND FUNDS

Working Funds

1295900(48)*	Working Fund, Agriculture, General, 1949 (PMA)
.001	Advance from "5790200. General Expenses, United States Air Force, 1949" for mosaic and miscellaneous photographic reproduction work for the Aeronautical Chart Service, AAF
1295948*	Working Fund, Agriculture, Production and Marketing Administration, 1949
.001	Advance from "2190502 Quartermaster Service, Army, 1949" for the inspection of Agricultural products

